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| **TOWN OF MILFORD - JOB DESCRIPTION** |
| **JOB TITLE:**  | Community Development Director  | **GRADE LEVEL:** | 26 |
| **CLASSIFICATION:**  | Exempt – Full Time |
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| **Job Description:**  | Performs skilled, specialized, professional activities on behalf of the Board of Selectmen and the Planning Board relating to the formulation of broad municipal growth policy; preparation of long-range planning programs for the community; analysis and synthesis of complex planning data; directing economic and community development activities; and supervision and direction of the development, review, permitting, and compliance processes of land use and building applications in accordance with Town rules and regulations.  |
| **Accountability:**  | Works under the general administrative supervision of, and is accountable to the Town Administrator. |
| **Equipment Used:**  | General office equipment such as computer, workstation, drafting table, photocopier, fax machine, telephone, calculator, etc.  |
| **Environment:**  | **Inside:** 90% **Outside:**  10 **%** |
| **Duties and Responsibilities:** |
| **Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position. | 1. Responsible for oversight, supervision, and management of the activities of the Community Development Department, including the Planning, Building Inspection, Code Enforcement, and Health functions, and the activities and duties of Department personnel.
2. Provides technical assistance and policy recommendations to the Board of Selectmen, Planning Board, and special committees on matters related to land use, land development, and community & economic development.
3. Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting.
4. Assists the Town in long-range planning efforts and develops plans associated with traffic and transportation, economic development, environmental and resources protection, municipal facilities, and other matters.
5. Responsible for grant writing and grant administration, as needed.
6. Responsible for making annual recommendations to the Planning Board on updating subdivision regulations and site plan regulations in order to meet the changing requirements and needs of the Town as well as to comply with changes in federal and state regulations.
7. Compiles activity reports for the Board of Selectmen, detailing items reviewed and considered by the Planning Board.
8. Insures compliance with and notification of all Town security requirements on approved subdivision and site plan applications.
9. Responsible for preparation and coordination of the Town Capital Improvements program and impact fee system.
10. Coordinates with appropriate Town departments on community development matters.
11. Prepares an annual budget for the Board of Selectmen for the Community Development Department, coordinates spending with the Town Administrator and Finance Director, and establishes administrative practices and procedures for the Community Development Department relative to budget expenditures.
12. Provides technical assistance to local and regional economic development organizations. Acts as primary staff contact for prospective industrial and commercial developers and users.
13. Represents the Town, as required, at local, regional, State and Federal activities as they relate to land use and land development issues.
14. Provides staff support for the Economic Development Advisory Council (EDAC).
15. Serves as the District Administrator for the Tax Increment Financing District.
16. Coordinates downtown revitalization efforts as appropriate and works closely with the Milford Main Street/DO-IT organization.
17. Serves as liaison between Conservation Commission staff and Town Administrator.
18. Attends evening, early morning, and weekend meetings as necessary.
19. Performs other related duties as assigned.
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| **Physical Activity Requirements:**Frequently, Occasionally, Seldom, Rarely or Not Required |
| **PRIMARY PHYSICAL REQUIREMENTS** |  | **OTHER PHYSICAL CONSIDERATIONS** |
| LIFT up to 10 lbs.: | Frequently  |  | Twisting | Occasionally  |
| LIFT 11 to 25 lbs.: | Occasionally  |  | Bending: | Occasionally |
| LIFT 26 to 50 lbs.: | Occasionally |  | Crawling: | Rarely |
| LIFT over 50 lbs.: | Rarely |  | Squatting: | Occasionally |
| CARRY up to 10 lbs.: | Frequently |  | Kneeling: | Occasionally |
| CARRY 11 to 25 lbs.: | Occasionally  |  | Crouching: | Occasionally |
| CARRY 26 to 50 lbs.: | Occasionally |  | Climbing: | Rarely |
| CARRY over 50 lbs.: | Rarely |  | Balancing: | Occasionally |
| REACH above shoulder height: | Occasionally  |  | **WORK SURFACE(S)**Standard office desk and chair. Computer/copier. Carpet and vinyl flooring |
| REACH at shoulder height: | Occasionally |  |
| REACH below shoulder height: | Occasionally |  |
| PUSH/PULL: | Occasionally  |  |
| **HAND MANIPULATION** |  | **DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:** |
| Grasping: | Frequently  |  |  | **Consecutive Hours**1 2 3 4 5 6 7 8 | **Total Hours**1 2 3 4 5 6 7 8 |
| Handling: | Frequently  |  | Sit | **2-3** | **4-5** |
| Torquing: | Not required |  | Stand | **1-2** | **1-2** |
| Fingering: | Seldom |  | Walk | **1-2** | **1-2** |
| Controls and Equipment: | Frequently\*\* |  |  |  |  |
| Controls & Equipment**\*\*** * Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, etc.
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| **Cognitive and Sensory Requirements:** |
| Talking: | Necessary for communicating with others. |
| Hearing: | Necessary for taking instructions and information. |
| Sight: | Necessary for the performance of duties. |
| Tasting & Smelling:  | Not required for the performance of the function of this position. |
| **Specific Vocational Preparation Requirement(s):** |
|  | Short demonstration only |  | Any “beyond short” demonstration up to and including 30 days. |  | 30-90 days  |
|  | 91-180 days |  | 181 days to 1 year |  | 1 to 2 years |
|  | 2 to 4 years | **X** | 4 to 10 years |  | Over 10 years |

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| **Required:**  |  |
| **Experience**  | A comprehensive knowledge of the principles of planning, zoning and community development; Master’s degree in planning or related field; Experience in a technical discipline such as engineering or architecture; Three years of experience or any combination of education and experience. |
| **Supervisory experience:** |  |
| **Licensure/****Certification Requirements:**   | N/A |
| **Other Training, and/or related Skills**  |  |
| **Summary of Occupational Exposures:** |
| **Summary of Occupational Exposures:** | Work is performed in an office or outdoors. The employee is exposed to cold and inclement weather and unsafe building conditions.  |
| **Other Considerations and Requirements:** |
| **Other Considerations and Requirements:** The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| **I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.** |
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| **Signature**  | **Date** |